



Indiana CLEAN Community Challenge Annual Performance Report

State Form 53116 (01-09)

Indiana Department of Environmental Management
CLEAN Community Challenge

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue IGCS W041
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
FAX: (317) 234-6573
www.cleancommunities.IN.gov

The Indiana CLEAN Community Challenge Annual Performance Report should demonstrate progress toward objectives and targets AND certify CLEAN Community Challenge requirements continue to be achieved. The Annual Performance Report should include the status of projects committed to in your community's original application, results of completed projects, and assurance that an annual Quality of Life Plan review was conducted by your community. Indiana CLEAN Communities must submit an Annual Performance Report two months after the anniversary of their CLEAN Community designation date.

Please do not include any confidential community or business information in your Annual Performance Report. Public access laws require IDEM to make the Annual Performance Report publicly available, which may include posting all portions of your report on the Indiana CLEAN Community Challenge Web site.

Your Annual Performance Report should be reviewed and signed by a senior manager at your community prior to submittal. Once signed, fax or mail the report to IDEM. If you have any questions, please contact the CLEAN Community Challenge Program Manager at 800-988-7901.

COMMUNITY INFORMATION

Name of Community

City of Portage

Street Address (number and street)

6070 Central Ave.

City, State, ZIP Code

Portage, IN 46368

Web site

<http://www.ci.portage.in.us>

CONTACT INFORMATION

Name of Contact

Sue I. Lynch

Title

Portage City Councilperson

Telephone number

219-730-1297

FAX number

219-762-1484

E-mail address

beanzus@comcast.net

Mailing Address (number and street)

2647 Vivian St.

City, State, Zip Code

Portage, IN 46368

Reporting Period Dates (month, day, year)

December 31, 2009 to December 31, 2010

If this is your third Annual Performance Report, do you wish to renew your Indiana CLEAN Community Challenge designation?
No

If yes, your community will need to provide five new objectives and targets in the Continual Environmental Improvement section of this report.

ENVIRONMENTAL MEDIA ACTIVITIES

Please identify the five objectives and targets in your Quality of Life Plan and describe the baseline measurement, the progress made during the past year, future plans for achieving each target, and any cost savings experienced as a result of the target.

Environmental Media Activity #1 - **Energy Consumption (electrical/natural gas)**

Objective Reduce the amount of electricity and natural gas used

Target reduce by 3% each year for three years

Baseline

Calendar year 2010 Progress Made: Lighting changed in Oakwood Grand Hall to all LED lighting. This was done with grant monies received. HVAC was replaced in Oakwood Grand Hall. Street light audit conducted w/a 31 page report on. KWH decreased by 3.5% total for City Hall, Woodland Park, Street Dept. and Marina. Therms used for Street Dept.; City Hall; Marina and Woodland Park main hall FY 2010 = 51,843 = (an increase of 2,983 therms used due to an extremely cold December 2010, people using small space heaters to stay warm and old, drafty windows in City Hall)

KWH used for Street Dept.; City Hall; Marina and Woodland Park main hall FY 2009 = 914,965
Therms used for Street Dept.; City Hall; Marina and Woodland Park main hall FY 2009 = 48,860

Calendar year

Progress made

	<p>Calendar year Progress made</p> <p>Hurdles overcome Old lighting in Oakwood Hall and HVAC in Oakwood Hall needed to be replaced. Received a grant to replace. Street light audit showed we were paying for street lights that were never installed. Working with NIPSCO to remove these specific lights.</p>
Upcoming Plans to Achieve Target	Cost Savings
Replace thermostats in City Hall, reseal all windows in City Hall. Educate all employees to shut off lights and other electronic equipment when not in use; minimize the use of small space heaters in individual cubicles.	KWH used for Street Dept.; City Hall; Marina and Woodland Park main hall FY 2010 = 883,079 = savings of \$12,754.00
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #2 Municipal Composting Operations (8 acres)	
Objective To create and maintain a facility where compostable materials can be recycled for reuse	
Target Registration and Operation by Fall 2009 thru 2012	
Baseline	<p>Calendar year 2010 Progress Made: Received compost permit Oct. 23, 2009, wetland study completed, compost site has approved SWPPP for construction; construction began Aug. 2010; site has 6 ft. tall 5 ft. wide berm surrounding site; site graded and elevation increased by adding 3 ft. of road grindings; installed Geo-Grid to stabilize area. Phase I paved and stripped to establish wind rows; leaves placed in wind rows Oct. 2010.</p> <p>*2010 leaves and limbs = 3,678 tons collected for compost</p>
New 8 acre site no previous data available	<p>Calendar year Progress made</p> <p>Calendar year Progress made</p> <p>Hurdles overcome Development of the site due to high water table; additional costs to pave site due to types of soils. Site study and ultimate registration in order to utilize for composting area.</p>
Upcoming Plans to Achieve Target	Cost Savings
Finish paving composting area; construct storage bins for residential use and mulch and create SOP	<p>2010 leaves and limbs = 3678 tons collected for compost</p> <p>Landfill costs saved at \$41.75 ton = total savings of \$153,556.50</p>
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #3 Municipal and Residential Recycling	
Objective Increase Recycling by City Residents and Departments	
Target Increase the number of homes participating by 10% and participation by all city departments	
Baseline	<p>Calendar year 2010 Progress Made: At least 224 new homes were added to the recycling route this past year. Further, the Marina began a fishing line recycling program to collect all used fishing line and deposit it in four containers placed strategically around the Marina area.</p>
909.91 tons recyclables collected in 2009 Landfill costs @ \$39.39 per ton would have been \$35,841.35 * In previous years no records were kept on number of home with recycling bins.	<p>Calendar year Progress made</p> <p>Calendar year Progress made</p> <p>Hurdles overcome Recycling data is now being entered into the Re-Track Program. More effort has been put on electronic recycling (disposal).</p>
Upcoming Plans to Achieve Target	Cost Savings
Add more homes; create an educational brochure to encourage greater participation in areas currently collecting; encourage greater participation in electronics recycling (drop off is located at street dept. and items can also be left at curb on recycling day).	<p>925.61 tons of recyclables collected 2010</p> <p>Landfill costs @ \$41.75 would have been = \$38,644.22</p> <p>Savings over previous year \$2,802.87</p>
If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.	

Environmental Media Activity #4 Reduce Paper Consumption (copier/printer paper)**Objective** Decrease paper use city wide**Target** reduce amount of paper purchased by 10% in three years**Baseline**

Total dollars spent on paper in 2009 = \$2,925.96
 Total dollars spent on paper in 2010 = \$2,895.08
 * Due to poor record keeping we were not able to determine #'s of reams purchased.

Calendar year 2010 Progress Made: Many departments are committed to reducing the volume of paper used by e-mailing agenda's, meeting minutes, and appropriation reports rather than making multiple hard copies. Engineering is making many of their documents on disk or available on line for contractors.

Calendar year Progress made

Calendar year Progress made

Hurdles overcome new reporting sheets created for each department to make reporting easier for next annual report – collect and summarize data quarterly – order paper separately to make collecting data easier.

Upcoming Plans to Achieve Target**Cost Savings**

Continue to encourage departments to purchase recycled paper, reduce the volume of multiple copies, send more information out in the form of e-mail's and research using technology to outreach to the community i.e. send council minutes, agenda's, reports etc. by e-mail only. Make a greater attempt to institute centralized purchasing of all paper and office products. Clerk-Treasurers office now has a separate line item for reams of paper purchased and reporting will be done monthly.

Cost savings was minimal – less than \$50.00

** in 2010 the Park Dept. began publishing a newsletter and printing it in house as well as printing the 32 page publication for Pre-School. The Parks Dept. also began to print the Community Theater information which caused them to use more paper, even though they cut back in other areas. This figure will change drastically next year as these publications will not be done in house beginning in 2011.

If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.

Environmental Media Activity #5 - Tree Inventory**Objective** Identify and Catalog Trees located on Municipal Property**Target** Complete two out of seven planning districts *** this target has been revised to five planning districts**Baseline**

No baseline available as this is a first ever program for our city.

Calendar year 2010 Progress Made: revised the planning districts from seven to five – recently employed a new person who will be dedicated to conducting the tree inventory – developed a criteria for conducting the tree inventory. Planning districts encompass municipality boundaries but have been re-divided from five to seven districts.

Calendar year Progress made

Calendar year Progress made

Hurdles overcome: Our Park Superintendent resigned shortly after we received our CLEAN status and we were without one until August 2010. New Superintendent on board, reset the districts, hired a new employee with a degree in plant science who has experience in doing tree inventories.

Upcoming Plans to Achieve Target**Cost Savings**

Complete District 1 (Woodland Park) and District 2 (Imagination Glen by year's end.

At this time we do not have any actual cost savings for this activity.

If this is your third annual performance report, please provide the final results of this activity. If the objective and target were not achieved in the three year designation period, provide a description of why the objective and target was not met.

ANNUAL EMS AUDIT

Summarize the results of the Annual EMS Audit your community performed on the Quality of Life Plan. We found the original plan to be too broad in some areas i.e. – Energy Consumption original departments included ALL electricity for Parks, City Hall, Streets, Marina and WWTP. We revised this to reflect only City Hall, Woodland Park main hall, Street Dept. and Marina as the data became too confusing to interpret. We found a concern with many departments using small space heaters in cold weather and are looking at how to resolve this. We also revised the Paper Consumption to be more realistic since many departments purchased their own paper sometimes and other times got paper from the supply room at the Clerk-Treasurers office. There was not rhyme or reason in purchasing copier paper. We are encouraging centralized purchasing but storage is an issue. All departments are now required to maintain a monthly list of reams of paper purchased which will be collected by the SCL. We found problems with departments making unnecessary multiple copies of agendas, reports etc. and are working to reduce paper consumption with an in house education program. We need to do a better job of educating all departments about the CLEAN program i.e. memos etc.

COMMUNITY AND BUSINESS OUTREACH

Briefly describe the information presented to the community and businesses to keep residents informed of important issues related to the community's environmental performance, including how the status of Quality of Life Plan objectives were relayed to the community. Bi-monthly Mayor's Night Out events, held in different communities in the city, where citizens attend and are informed on a variety of issues taking place in the city, the new Utility Services publication that keeps citizens informed on special projects going on in the city, with a special message by the Mayor on recycling and 'green' initiatives available to our citizens, messages on water/sewer bills informing citizens of 'green initiatives'. The Mayor and Council members respond to many of our citizen concerns with a personal phone call or visit, as well.

CONTINUAL ENVIRONMENTAL IMPROVEMENT

If this is your third Annual Performance Report and your community desires to continue membership as an Indiana CLEAN Community, please provide five new objectives and targets your community will commit to during the next three year designation period, otherwise skip to the next section.

ADDITIONAL INFORMATION

Please provide the following additional information.

- List environmental awards received or voluntary programs participated in during the past twelve months (include information about each particular program).
2010 National Park Service Environmental Achievement Award for significant accomplishments in the programmatic area of Environmental Stewardship; Honor Award for Design from the Illinois Chapter of the American Society of Landscape Architects; 2010 Design Award Winner Gold Medal from the Association of Landscape Architects; Indiana Parks and Recreation Award for the Lakefront and Riverwalk for Outstanding Park Development; Gold Leed Certification Award for leadership in environmental design from the US Green Building Council; IDEM award for land use.
- Has your community taken advantage of any CLEAN benefits? If so, please describe which benefits were used, the implementation process, and ideas for additional benefits IDEM should consider.
Not at this time
- Is your community pursuing ISO 14001 EMS certification? If yes, how has the Indiana CLEAN Community Challenge program been instrumental in achieving ISO 14001 EMS certification?
No
- Explain the measured or perceived results from receiving, documenting, and responding to external communication and its effect on Quality of Life Plan objectives and targets?
None at this time. We need to do more outreach into the community and educate them on what CLEAN is doing for the community.
- Explain the emergencies experienced within the community during the past year. Were the applicable emergency and contingency plans detailed in the Quality of Life Plan effective? What changes, if any, have been made to your community's emergency or contingency plans?
No specific emergencies but we did have a mock emergency drill at the lakefront
- How have community residents and businesses reacted to your community participating in the Indiana CLEAN Community Challenge?
We have had a very positive reaction, community members supporting tree inventory by wanting to participate, more people recycling, and several businesses supporting and using recyclable paper products.
- According to the measurement program developed and implemented by your community to measure Quality of Life Plan success, is your community's Quality of Life Plan successful? Why or why not? If not, what changes will be made to ensure continual environmental improvement and future Quality of Life Plan success?
The plan, only in its infancy, is a success and will be more so as time goes on and we do more outreach to the community.

CERTIFICATION AND PLEDGE

I certify that the information contained in this Annual Performance Report and attachments is accurate to the best of my knowledge and that this local government is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with all applicable federal, state, and local environmental requirements, or has a corrective action program in place to attain compliance.

We, The City of Portage, commit to maintaining the principles and goals outlined in our Quality of Life Plan for our local government's Indiana CLEAN Community status. We agree to strive for full compliance with all regulations promulgated by U.S. EPA, the state, and/or local jurisdictions. We agree to promote the Indiana CLEAN Community Challenge and to share our success stories with other communities. We understand that the Annual Performance Report must be submitted to the local government and IDEM and that we must reapply to the Indiana CLEAN Challenge every three years.

I understand that the information provided in this Annual Performance Report will be public record. I am the highest-ranking community official or I have been fully authorized by the highest-ranking community official to execute this statement on behalf of the local government submitting this Annual Performance Report.

Signature 	Title Mayor	Date (month, day, year) Feb. 15, 2011
---	----------------	--

Please submit your CLEAN Community Challenge Annual Performance Report to:

IDEM-OPPTA
CLEAN Community Challenge Program Manager
100 North Senate Avenue
MC 64-00 IGCS W041
Indianapolis, IN 46204-2251
FAX: 317-234-6573

